

**WEST VALLEY CITY**  
**Community Development Block Grant Program**  
**(CDBG) Application Guidelines**  
**FY 2013-2014**

**General Rules**

All applications must comply with the regulations of the Community Development Block Grant (CDBG) program found in 24 CFR Part 570 and described in the specific guidelines below.

**Who May Apply**

Any individual, for-profit or nonprofit organization, business, or governmental agency may apply for City CDBG funds. (For-profit and non-profit economic development ventures are only eligible for loans.) Applicants must be in compliance with all federal, state, and local laws and regulations.

**Project Requirements**

ALL PROJECTS MUST:

Meet one of the three national objectives of the CDBG Program:

- ☐ To provide benefit to low- and moderate-income persons (those whose income is at or below 80% of the median income for Salt Lake County),
- ☐ To aid in the prevention or elimination of slums or blight,
- ☐ Or to meet a particular urgent community development need.

Be located in West Valley City or demonstrate that the project beneficiaries reside within West Valley City.

Address one or more of the Objectives stated in the Five-Year West Valley City Consolidated Plan.

Be identified as an eligible CDBG activity in one of the following four categories: Housing, Economic development, Public services, or Public infrastructure.

ALL APPLICANTS MUST:

Fill out the approved attached CDBG Application by the deadline, as indicated in the public notice, on the application and on the West Valley City website.

Have available proof of corporate authorization, such as a board resolution, to request funds.

For applicants seeking Public Service funds only, limit applications to no more than \$12,000. Applications requesting more funding than \$12,000 must identify additional **approved** funding sources as part of the application.

For applicants seeking Economic Development assistance only, submit proposals under the sponsorship of a financial institution or development corporation that provides funding at least equal to the amount of CDBG assistance being sought.

### **Funding Process**

The total CDBG allocation for West Valley City is anticipated to be \$ 842,273 for FY2013. Of this amount \$ 168,454 will be allocated for program administration and for activities to promote fair housing; a maximum of \$ 126,340 can be allocated to Public Service activities, \$284,000 for repayment of the Section "108" loan, and the balance for other eligible CDBG activities.

Applications are due **by 6:00 PM, December 20, 2012**

**In summary, the application, review and award schedule is:**

**December 20, 2012 @ 6:00 PM** – Application Deadline

**January 2013** – Staff review of applications

**February 2013** – Applicant hearing for CDBG Committee

**February 2013** – CDBG Committee review

**March 2013** – Committee recommendations submitted to Mayor and City Council

**April 2013** – City Council holds public hearing, reviews and approves funding recommendations.

**FOR OFFICE USE ONLY:**

Project Name: \_\_\_\_\_ Date & Time Received: \_\_\_\_\_  
National Objective: \_\_\_\_\_ Total CDBG \$ Requested: \$ \_\_\_\_\_

**WEST VALLEY CITY COMMUNITY DEVELOPMENT BLOCK GRANT  
STANDARD PROPOSAL FORM  
FY 2013-2014**

**APPLICATIONS DUE BY December 20, 2012 @ 6:00 PM  
10 Unstapled Copies Required**

If more space is required to answer any of the following questions, additional pages may be attached.

1. Project Title and Proposed Location:

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2. Requesting Organization or Individual:

Agency: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Federal ID#: \_\_\_\_\_

3. Is the Agency/Organization operated as a profit or non-profit?

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**Attach a copy of nonprofit certificate - REQUIRED**

4. One Line Project Description:

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**Attach a detailed project description.**

5. Amount of CDBG Funds Requested: \$ \_\_\_\_\_

6. Total Amount required to complete the project, or operate the program,  
including CDBG funds: \$ \_\_\_\_\_

7. Other Sources and Amounts of those funds either being applied for or obtained for this project, specify which: \_\_\_\_\_

\_\_\_\_\_  
(Line 6 minus line 5 should equal line 7) \$ \_\_\_\_\_

8. Project Plan: Briefly describe how you plan to accomplish the project and what the expected products or results of the project will be. For example, the number of homes to be rehabilitated, number of blocks or linear feet of street improvements, and/or number of persons benefiting. In addition, the **Performance Measurement Tool must be completed for the request to be acceptable**. If you are working with property, a lot, street or a building, please include photographs, drawings or sketches of your project, which indicates its location. **If your project includes property, please show proof of ownership or right of use.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. If your project will involve any future maintenance or operating costs, such as regular clean up or mowing; or staff costs, please submit the following information:

Maintenance or Operation Required: \_\_\_\_\_

Estimated annual cost: \$ \_\_\_\_\_

Who will provide the maintenance?

\_\_\_\_\_  
(Name, phone & address of person or agency)

Who will pay for maintenance cost?

\_\_\_\_\_  
(Name, phone and address of person or agency)

If West Valley City CDBG funds are **not awarded** for this project, what will the Agency do to continue to provide the proposed services?

\_\_\_\_\_  
\_\_\_\_\_

10. Line Item Budget: Breakdown of CDBG Funds Required:

Salaries (identify position)	% of time	CDBG salary amount
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Supplies or Materials (i.e. Stationery, postage, duplication, etc.) List each category and amount:

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_

Other Expenses (i.e. Architectural or engineering services, construction breakdown by electrical, plumbing, etc.)

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_
5. \_\_\_\_\_ \$ \_\_\_\_\_

11. Proposed-starting date: \_\_\_\_\_  
Proposed completion date: \_\_\_\_\_

Please describe any seasonal factors that will affect the starting or completion of the project:

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12. Has your organization received any West Valley City CDBG funds in prior years program(s)? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, what level of funding? \$ \_\_\_\_\_

### PERFORMANCE MEASUREMENT TOOL REQUIRED TO BE COMPLETED

**Activities** – Briefly list the services or work activities used to carry out the program.

1.

2.

3.

4.

5.

**Outputs** – The measurable results of a program’s work. They are measurements of work accomplished. Examples would include the number of low/moderate-income clients served, the number of households served, or number of units constructed. Connect each output with the activity listed above.

1.

2.

3.

4.

5.

**Outcomes** – The benefits that result from the activity or program for individuals or community. The outcomes may be one or more of (1) Availability/Accessibility of services, (2) Affordability of services, or (3) Sustainability (Promoting livable or viable communities). Connect each outcome with the outputs and activities listed above.

1.

2.

3.

4.

5.

**As applicant, I (we) hereby give any/all-authorized representatives of the West Valley City permission to review and inspect any/all files for this program.**

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Authorized Applicant Signature

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Date

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Applicant Title

**PLEASE NOTE: Applications are due December 20, 2012 @ 6:00 P.M.**

Incomplete, unapproved application formats or late applications will not be considered for funding.

Successful applicants will be award one-year contracts, which will begin July 1, 2013.

Technical assistance to complete applications, and information regarding the CDBG process, are available from Heather Royall (801) 963-3280 or Chris Curtis (801) 963-3486. Please **submit 10, unstapled** copies to: West Valley City, 4522 West 3500 South, West Valley City, UT 84120 Attn: Heather Royall.